

## PART A – POLICY AND PROCEDURES

### CHAPTER 4 – DOCUMENT SUBMITTAL REQUIREMENTS

#### 1.0 General Requirements for DCC Forms

- 1.1 Forms required for the Project Architect/Engineer to perform their duties are provided in DOC/DOCX and XLS/XLSX format at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>. If these forms are executed electronically, they shall be in the original format. (i.e. DOC forms are to remain as DOC forms) Forms must be completed electronically. Handwritten forms will not be accepted.
- 1.2 Forms (No. 050 to 054) shall not be used for a project where procurement of design professional services is not obtained through SBAC.
- 1.3 Forms (112, 305, 307, 315, 320, 322, 430, 431, 450, 460, 461, 560, 570, 571, General Conditions of the Contract, Supplemental General Conditions) shall only be used for Capital Improvement Projects that bid through DCC plan room or CMAR/DB per Part B – Chapter 7. These forms shall not be used for any other procurement method.
  - 1.3.1 OFPM – DCC address and contact information shall only appear on documents that will bid through DCC plan room. It shall not appear on documents that are issued for any other procurement method.
- 1.4 Forms should be downloaded from the DCC website each time they are used. This will alleviate delay in the processing of paperwork, as documents submitted on outdated forms may be required to be resubmitted on the current version of the form.
- 1.5 Forms issued by DCC are available at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d> for informational purposes only.

#### 2.0 General Requirements for Submittals

- 2.1 This chapter outlines the types of document submittals required, when submittals should be provided, the submittal format and general processing information. Technical information required to be provided on the submittals is outlined in other chapters such as code and occupancy requirements in Part A – Chapter 5 and design submittal requirements in Part B – Chapter 5.
- 2.2 For projects bidding through DCC plan room, all submittal requirements are outlined in Part A – Chapter 6.
- 2.3 All correspondence shall be identified with DCC project number, including submittals indicated in this chapter, as well as ancillary service projects, miscellaneous studies/reports or other provided professional design services. The DCC project number shall be used on all correspondence, drawings, specifications, billings, shop drawings and other documents transmitted to DCC and shall be provided in the subject line of e-mails sent to DCC.
  - 2.3.1 The DCC project number is a 6-digit number preceded by A-. All six numbers shall be included even if the first number is a zero. (Example: A-010254). The DCC project number is required to file and properly track the project.
  - 2.3.2 This number will be assigned by DCC when the Owner submits a completed Form 935 – DCC Project Number / Data Request to DCC (Reference Part A – Chapter 8 for additional information.)

- 2.4 Submittals will not be reviewed if the DCC project number has not been provided.
- 2.5 Form 120 – Request for Review is **required each time a submittal is forwarded for action or review by DCC.** The form is required for building code questions/interpretations, code footprint reviews, temporary egress/construction separation reviews, construction document reviews, bid document deliverable reviews, fire alarm and fire suppression shop drawing reviews.
  - 2.5.1 The second page of the form is only required to be completed and submitted with code footprint submittals. Other submittal types do not require the second page.
- 2.6 DCC will issue comments or acceptance on all submittals. If the submittal is a preliminary or in-progress submittal, comments will be issued. If the submittal is for DCC action, Form 125 – Project Acceptance will be issued upon acceptance of the submittal.
- 2.7 Electronic document submittals, when required by this manual, shall comply as follows:
  - 2.7.1 These standards are not meant to dictate the in-house methods or means by which each Project Architect/Engineer creates construction documents in the normal conduct of their business. They are intended to establish standards for electronic files for DCC retrieving and archiving purposes. The Project Architect/Engineer is responsible for all consultants work.
  - 2.7.2 If the submittal is allowed to be transmitted via e-mail in other portions of this chapter, the e-mail submission should be sent in a DOC/DOCX or PDF format.
    - 2.7.2.1 E-mail size is limited to 10MB. Electronic PDF files shall be condensed or optimized.
    - 2.7.2.2 Due to State computer security system restrictions, DCC is not able to receive ZIP files. ZIP files are not delivered to DCC and sender will not receive non-delivery notification.
    - 2.7.2.3 Final submittals for permit to build construction documents and bid document deliverables are not allowed to be transmitted via e-mail.
  - 2.7.3 The use of a FTP site to transmit submittals is not allowed.
  - 2.7.4 If the submittal is allowed or required to be submitted in CD/DVD format, the CD/DVD shall have a permanently affixed, printed label. The label shall include the DCC project number, project title, document submittal date, firm name, file format, and a description of the submittal (i.e. Construction Documents, Specifications, etc.) Hand lettering directly onto CD/DVD or onto applied label will NOT be accepted.
  - 2.7.5 PDF document files shall be saved at a minimum of 300 dpi.
  - 2.7.6 Electronic Deliverables shall be provided as follows:
    - 2.7.6.1 CD/DVD shall be in a format appropriate for Microsoft Windows based operating systems.
    - 2.7.6.2 Create CD/DVD with a single closed recording session on a fully readable and non-rewritable CD/DVD.
    - 2.7.6.3 The CD/DVD shall contain no more than two levels of folders.

2.7.6.4 If multiple CD's/DVD's are needed for a project, each CD/DVD label shall also include a volume number and be identified as x of y (i.e. Disk 1 of 3).

2.7.7 CAD documents are not required unless included as part of the contract for the project negotiated between the Project Architect/Engineer and the Owner. All CAD requirements should be coordinated and negotiated with the Owner.

### 2.8 Professional Licensure

2.8.1 All professional licensure shall comply with the Kansas Board of Technical Professions requirements.

2.8.2 The Kansas State Board of Technical Professions recognizes electronic signatures. Specific regulations and standards are available at the KSBTP website at <http://www.ksbtp.ks.gov/statutes-rules/seal-sig-faq>.

2.8.3 Each professional in each discipline that seals original bid drawings for a state Capital Improvement Project shall seal each drawing related to their actual work, and sign and write the current date across each seal.

2.8.4 Each professional in each discipline shall also seal a sheet in the specification manual, sign and write the current date across each seal.

### 2.9 Copyright and Ownership of Documents

2.9.1 The Owner shall become the owner of all documents prepared pursuant to the contract. The Owner shall also become the owner of the copyright to said documents.

2.9.2 The Owner may use the documents as reference material for subsequent projects within the building or facility without obtaining the consent of the Project Architect/Engineer. The Owner shall not hold the Project Architect/Engineer responsible for claims resulting from these subsequent projects.

### 3.0 General Processing Information on Submittals

3.1 DCC will review submittals in the order they are received.

3.2 Written review comments will be issued on Forms 121 – Review Form Code Footprint and Architectural/Structural or Form 121a – Review Form Mechanical/Electrical/Plumbing. The intent of the forms is to document resolution of the issues identified by DCC review comments. These forms are working documents and should always be forwarded to DCC in .DOC/DOCX format to enable continuous use.

3.2.1 It is the responsibility of the Project Architect/Engineer to coordinate the responses and to identify the respondents.

3.2.2 Resolution and response to the comments should occur as directed in DCC e-mail and per the form.

3.2.3 When responding to code footprint review form comments, please attach an electronic code footprint with the review form. When all code footprint items have been resolved, the final code footprint can be forwarded to the Owner for acceptance processing.

- 3.3 Form 125 – Project Acceptance will be issued when a submittal is accepted by DCC (and OSFM when their acceptance is required). This will be issued electronically via e-mail to the contact person(s) identified on the Form 120 – Request for Review.
- 3.4 A permit to build will be granted when the code footprint, if applicable, temporary egress plans, if applicable, have been accepted by DCC / OSFM and construction documents have been accepted by DCC. The Permit to Build is issued by DCC on Form 125 – Project Acceptance.

#### 4.0 Required Document Submittals

- 4.1 Reference Glossary pages 7 and 8 for flow charts that outline the design, construction administration, submittal and review process for projects bidding through DCC plan room and for projects that do not bid through DCC plan room.
- 4.2 The following submittals may be applicable for DCC review and action on Capital Improvement Projects.

Code Analysis / Code Footprint Submittal (See Section 5.0)

Revised Code Footprint Submittal (See Section 6.0)

Accessibility Analysis Submittal (See Section 7.0)

Design Development Submittal (See Section 8.0)

Construction Separation and Temporary Egress Submittal (See Section 9.0)

In-Progress and Final Construction Document Submittal (See Section 10.0 for projects bidding through DCC plan room)

Permit to Build Submittal (See Section 11.0 for projects not bidding through DCC plan room)

Bid Document Deliverables Submittal for project bidding through DCC plan room (See Part A – Chapter 6 and Section 12.0 of this chapter)

Construction Administration Submittal (See Section 13.0)

Fire Alarm and Fire Suppression Shop Drawings Submittal (See Section 14.0)

Deferred Submittals (Includes elevator shop drawings) (See Section 15.0)

Submittals for Occupancy/Partial Occupancy (See Section 16.0)

Record Document Submittal (See Section 17.0)

#### 5.0 Code Analysis / Code Footprint Submittal

- 5.1 A code footprint is required to be submitted for all new construction, additions, and building renovation/remodeling affecting active or passive life safety systems or change in occupancy of buildings on State property. ([K.A.R. 22-1-7](#)) (See Part A – Chapter 5 for definition)
  - 5.1.1 If a code footprint has been prepared to address plan of correction items as identified with OSFM, the code footprint will not be reviewed by DCC and will be forwarded to OSFM for their action.

- 5.1.2 If a Code Footprint has been prepared for a health care occupancy that is required to comply with Centers for Medicaid/Medicare (CMS), it shall comply with [K.A.R. 28-34-32b](#) & [K.A.R. 22-1-7](#).
- 5.2 DCC will make an initial determination of the code footprint requirement based on scope of work information provided on Form 935 – Project Number / Data Request. DCC will indicate on this form if a code footprint is, may be, or is not required. A copy of this completed form can be obtained from the Owner.
  - 5.2.1 If Form 935 – Project Number / Data Request indicates a code footprint may be required, the project architect is required to perform a code analysis of the project. When code analysis is complete, Form 105 – “Is a Code Footprint Required?”, drawings, and any other code analysis information are to be submitted to DCC for final determination of code footprint requirement.
- 5.3 Code footprints shall be sent to DCC. The code footprint should not be sent to OSFM. Misdirected and/or incomplete submittals may delay the review process.
- 5.4 Routing of preliminary and final code footprints shall follow Owner requirements as well as DCC requirements. Coordinate with Owner regarding their requirements for their review and submittal processes. Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.
- 5.5 Preliminary Code Footprints - Code Footprints can be submitted at any time during design and construction document phases.
  - 5.5.1 Preliminary submittals do not require design professional seal or Owner signature (unless required by Owner) and should be submitted by e-mail.
  - 5.5.2 When a design development submittal is required by the Project Architect/Engineer contract or per Section 8 of this chapter, a code footprint must be provided as part of that submittal.
- 5.6 Final Code Footprint - The final code footprint can be submitted when the Project Architect/Engineer has determined the code footprint is in a final form. It is acceptable to submit the code footprint prior to completion of construction documents. To reduce delays of bidding or start of construction, the final code footprint should be routed at least two weeks prior to bid document deliverables or the permit to build submission.
  - 5.6.1 Final code footprints may be submitted in paper form or as a PDF. If submitting by e-mail, send to [dcc@da.ks.gov](mailto:dcc@da.ks.gov) and [lori.ploude@da.ks.gov](mailto:lori.ploude@da.ks.gov). Form 120 – Request for Review (with second page completed by the design professionals) shall also be attached. The code footprint must have design professional seal and Owner signature prior to routing to DCC. (Code footprints submitted without Owner signature or A/E seal will be considered a preliminary submission and no final action by DCC / OSFM will occur)
  - 5.6.2 If submitting in PDF format, the PDF shall be a first generation PDF with a minimum 300 dpi resolution. Maximum size limit is 10MB. See Section 2.7.2 for information on ZIP file restrictions.
- 5.7 Code footprint submittals shall be saved or printed in an 11 x 17 inch, black and white format. The submittal may be multiple pages. The pages are to be numbered x of y. The DCC project number and building number must be part of the title block of the code footprint. DCC preference is for the code footprint to utilize the standard title block. (Reference Form 112 – Standard Title Block)

- 5.8 Signature lines shall be included on the front page for the Owner representative, DCC and OSFM.
- 5.9 Text shall be readable and legible. Project Architect/Engineer shall review submission for legibility prior to submission.
- 5.10 All graphics shall conform to the standard included on Form 111 – Code Footprint Graphic Legend, available at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>.
  - 5.10.1 The code footprint graphic legend shall be provided on the code footprint and shall include the graphic symbol, the description, and the protection elements description. Graphic symbols not used on the code footprint can be omitted from the code footprint graphic legend provided on the code footprint.
  - 5.10.2 If additional graphic symbols are needed to adequately present the building conditions on the code footprint, the Project Architect/Engineer may add symbols to the legend. Any additions must be shown on the graphic legend on the code footprint and the protection elements described.
- 5.11 Code Footprints shall provide the following code and facility information:
  - 5.11.1 Code footprints and revised code footprints, shall include all requirements of ([K.A.R. 22-1-7](#)). The second page of Form 120 – Request for Review identifies the requirements.
  - 5.11.2 Applicable codes are to be listed on the code footprint. This includes the codes and editions of the codes. If fire alarm or fire suppression system is installed or modified with the work on the code footprint, NFPA 72 and NFPA 13 and their edition is to be listed under applicable codes.
  - 5.11.3 Existing conditions that don't meet code requirements shall be noted as existing non-conforming.
  - 5.11.4 All new work shall be clearly identified.
  - 5.11.5 All hazards are to be identified on the code footprint. This is to include hazardous materials and their quantities, any hazardous uses, and any special features such as locking devices being proposed for egress doors (except for I-3 occupancies, where only the condition type need be identified in the code footprint narrative).
  - 5.11.6 Alternative materials, design and methods of construction and equipment should be reviewed with DCC / OSFM prior to the submittal of the code footprint. Each alternative material, design or method of construction is to be identified and justified on the code footprint. See the International Building Code for definition of alternative materials, design and methods of construction and equipment.
  - 5.11.7 Identification of active life safety systems shall be listed as “required / not required” and “provided / not provided” and/or listed as existing non-conforming if applicable.
- 6.0 Revised Code Footprint Submittal
  - 6.1 If revisions to information on a previously accepted code footprint occur during construction, the code footprint shall be resubmitted with a revised date and all revisions shall be identified. The revised code footprint is to be accepted by DCC / OSFM prior to issuance of Form 150 – Certificate of Occupancy.

6.2 If a previously accepted code footprint is revised for a new project or change in occupancy, the revised code footprint shall include the new DCC project number, have all revisions identified and shall include all information per [K.A.R. 22-1-7](#).

6.3 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.

### 7.0 Accessibility Analysis Submittal

7.1 Accessibility analyses, including completed path of travel forms for additions/renovations, are to be submitted for all new construction, new additions, and building renovation/remodeling (alterations).

7.2 Accessibility analyses can be submitted at any time during the design and document phases.

7.3 When alterations to a primary function area are being made, the Project Architect/Engineer is responsible to identify what “path of travel requirements” are triggered. Form 115 – Path of Travel is to be submitted to DCC. Refer to the form for more information.

7.4 When a design development submittal is required by the Project Architect/Engineer contract or per Section 8 of this chapter, the accessibility analysis must be provided as part of the design development submittal.

7.5 Failure to provide compliant accessibility items in documents for Capital Improvement Projects will result in denial of release to bidders or permit to build.

7.6 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.

### 8.0 Design Development Submittal

8.1 Design development submission is required for large projects subject to Part B – Chapter 3.

8.2 Design development submission may be required for on-call projects subject to Part B – Chapter 4, as directed by the Owner.

8.3 For projects not subject to Part B, Owner may require design development submittal to be provided to DCC.

8.4 Design development submission to DCC shall include one (1) half size paper copy of the drawings and one (1) CD/DVD with electronic submission of specifications and the elements described in Part B – Chapter 5. DCC will review and provide comments.

8.5 DCC encourages Project Architects/Engineers to submit a design development package if they have code questions regarding interpretation or code issues requiring resolution. Existing buildings generally have non-conforming items that require discussions regarding compliance and application of the building and life safety codes.

8.6 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.

### 9.0 Construction Separation and Temporary Egress Plan Submittal

9.1 If construction is occurring in an existing building when the building is occupied, construction separation and temporary egress plans will be required.



- 9.1.1 If the work occurs when the building is not occupied, construction separation and temporary egress plans will not be required. Provide a note on the Form 120 – Request for Review indicating the work will occur when the building is not occupied.
  - 9.2 The construction separation and temporary egress plans shall identify the following:
    - 9.2.1 Graphically illustrate the construction areas and occupied areas.
    - 9.2.2 Graphically illustrate the separation provided. Indicate (graphically or labelled) all temporary walls. If existing walls are being utilized, describe the wall and indicate if openings are present and the type of protection at the openings.
    - 9.2.3 Egress paths shall be identified. Temporary exiting and/or access shall be identified if existing exits are impaired.
  - 9.3 The temporary exiting or egress can be identified as part of the code footprint or as a separate plan submission. If a separate plan is submitted, the submission shall be in the same format (page size, title block, project number, building number, etc.) as the code footprint, shall bear the Project Architect/Engineer seal, shall list all applicable codes and shall be submitted with the code footprint submission and saved or printed in an 11 x 17 inch, black and white format
    - 9.3.1 Multiple plans may be required due to construction phasing.
    - 9.3.2 Revised plans may be required if accepted plan is modified during construction.
  - 9.4 The temporary egress plan may be submitted in paper form or as a PDF. If submitted by e-mail, send to [dcc@da.ks.gov](mailto:dcc@da.ks.gov) and [lori.ploude@da.ks.gov](mailto:lori.ploude@da.ks.gov).
    - 9.4.1 If submitting in PDF format, the PDF shall be a first generation PDF with a minimum 300 dpi resolution. Maximum size limit is 10MB. See Section 2.7.2 for information on ZIP file restrictions.
  - 9.5 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.
- 10.0 In-Progress Construction Document Submittal
- 10.1 Progress reviews are to be submitted for DCC review for the following Capital Improvement Projects and phases. Progress reviews include 50% and 100% construction document submittals as described below.
    - 10.1.1 If the project is a large project contracted through SBAC, a 50% progress review will be required.
    - 10.1.2 If the project is bidding through DCC plan room, final progress review sets are required when a construction documents are 100% complete. The construction documents shall be forwarded per Section 10.2. The bid document deliverables shall not be forwarded as the final review set.
  - 10.2 In-progress construction documents to be submitted as follows:
    - 10.2.1 Submit two (2) paper copies of construction documents for DCC review. Half size sets are preferred if information is readable. Half size sets are required for 30" x 40" or larger original drawing sheets. Submit additional documents to Owner as directed by Owner.



10.2.2 Submit one (1) CD/DVD with PDF copies of the construction documents and the technical specifications project manual for DCC review. Submit additional documents to Owner as directed by Owner.

10.2.3 All documents sent in for final review that are not bidding through DCC shall be sealed, signed and dated by the Project Architect/Engineer.

10.2.4 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.

### 11.0 Final Construction Documents / Permit to Build Submittal

11.1 To obtain a permit to build for a Capital Improvement building construction Project that is not bidding through DCC plan room, the following shall be submitted:

11.1.1 Submit two (2) paper copies of construction documents for DCC review. Half size sets are preferred if information is readable. Half size sets are required for 30" x 40" or larger original drawing sheets. Submit additional documents to Owner as directed by Owner.

11.1.2 Submit one (1) CD/DVD with PDF copies of the construction documents and the technical specifications project manual for DCC review. Submit additional documents to Owner as directed by Owner.

11.1.3 The permit to build construction documents shall be sealed, signed and dated by the Project Architect/Engineer.

11.1.4 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.

### 12.0 Bid Document Deliverables for projects bidding through DCC Plan Room

12.1 For projects bidding through DCC plan room refer to Part A – Chapter 6 for all bid document deliverables and bidding submittal requirements, including processing, formatting, addenda and construction contracts. See Part A – Chapter 3 for Capital Improvement building construction Projects required to bid through DCC plan room.

12.2 The bid document deliverables shall not be forwarded as the final review set. Follow the submittal process for final progress review sets in Section 10.0 of this chapter.

12.3 All bid documents shall be sealed, signed and dated by the project Architect/Engineer.

### 13.0 Construction Administration Submittals

13.1 Changes to construction documents that occur during construction shall be submitted for code reviews. This would be any action during construction that would affect a building code item and includes, but is not limited to: supplemental instructions (ASI) and revisions to the contract documents (proposal requests and change orders). These submittals can be provided electronically via e-mail. Follow the general submittal requirements for electronic submittals per Section 2.0.

13.2 Contract Change Orders - For projects that bid through DCC plan room, the Project Architect/Engineer shall follow the requirements outlined in Part B – Chapter 6.

13.3 Contractor's application for payment - For projects that bid through DCC plan room, the Project Architect/Engineer shall follow the requirements outlined in Part B – Chapter 6.

- 13.4 Substantial and Final Completion - For projects that bid through DCC plan room, the Project Architect/Engineer shall follow the requirements outlined in Part B – Chapter 6.

### 14.0 Fire Alarm and Fire Suppression Shop Drawings Submittal

- 14.1 DCC, acting on behalf of OSFM will perform reviews of fire alarm and fire suppression shop drawings. In addition to DCC review, OSFM will review fire alarm and fire suppression shop drawings for Healthcare occupancies (facilities that receive Federal Center for Medicare and Medicaid Services (CMS) funding). DCC will coordinate the OSFM review of these shop drawings.

- 14.2 All Fire alarm and fire suppression systems modifications or installations will require shop drawings unless exempted under the Limited Scope criteria listed below.

#### 14.3 Limited Scope Fire Alarm Modifications

- 14.3.1 Fire alarm shop drawings will not be required if the project is for an Owner who has an Agency Engineer or OSFM Commissioned Inspector and are as follows:

- 14.3.1.1 The Agency Engineer or OSFM Commissioned Inspector will be responsible to review construction documents, witness testing of the modified devices and receive and maintain as-built fire alarm drawings.

- 14.3.1.2 Scope of work limited to a maximum of 5 new notification devices (that do not appreciably affect the original design) and/or 20 relocated notification devices.

- 14.3.1.3 The existing layout of devices, relocated and new, must be shown on the Project Engineer's construction documents. All room names must be provided on the engineered construction documents.

- 14.3.1.4 Verification by the Project Engineer that the additional devices do not overload the existing fire alarm wiring or system capacity.

- 14.3.1.5 All modifications or additions are performed by or under the supervision of a NICET certified or factory trained installer.

- 14.3.1.6 As-Built drawings for the entire Fire Alarm system are maintained by the Owner and are updated to reflect the changes.

#### 14.4 Limited Scope Fire Sprinkler Modifications

- 14.4.1 Sprinkler shop drawings will not be required if the project is for an Owner who has an Agency Engineer or OSFM Commissioned Inspector and are as follows:

- 14.4.1.1 The Agency Engineer or OSFM Commissioned Inspector will be responsible to review construction documents, witness testing of the system and receive and maintain as-built sprinkler drawings.

- 14.4.1.2 Scope of work limited to no more than 20 sprinkler heads relocated or added, the hydraulic design does not change and no branch piping modifications are required.

- 14.4.1.3 All new, existing and relocated heads must be shown on the Project Engineer's construction documents. All new sprinkler heads must match existing sprinkler heads. Existing heads shall not be reused when heads are relocated, new

sprinkler heads shall be installed. Contact DCC if existing heads cannot be matched.

- 14.4.1.4 Project Engineer must verify the modifications have no appreciable impact on the hydraulic design.
  - 14.4.1.5 All installation work is performed by or under the supervision of a licensed sprinkler contractor.
  - 14.4.1.6 As-built drawings are maintained by the Owner and are updated to reflect the changes.
- 14.5 Fire alarm and fire suppression shop drawings are to be reviewed and approved by the Project Engineer prior to submittal to DCC. Partial submittals will not be reviewed by DCC. Partial submittals will not be returned to the submitter or retained by DCC. It is the responsibility of the Project Architect/Engineer to provide a complete submittal for review.
- 14.5.1 Fire alarm and fire suppression shop drawings should be prepared using Form 123 – Construction Document Checklist, which can be found at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>. Requirements for fire alarm and fire suppression begin on page 5 of the referenced checklist.
- 14.6 When the complete shop drawing submittal is approved by the Project Engineer, the Project Engineer will forward **one (1)** paper copy and **one (1)** CD/DVD copy of the complete shop drawing submittal to DCC for review and acceptance. The CD/DVD copy shall be forwarded with the paper copy.
- 14.7 A complete fire alarm shop drawing submittal shall include drawings, calculations and product information compliant with applicable NFPA 72 standard. Drawings and calculations shall be sealed, signed and dated by a Kansas Licensed Engineer per the requirements of the Kansas Board of Technical Professions.
- 14.7.1 Drawings shall be on paper bond and printed to scale, either ½ or full size. Calculations, product data and other information on letter size format can be submitted on CD/DVD.
- 14.7.2 If the system was designed under a previous version of NFPA 72, those submittal requirements for shop drawings apply.
- 14.8 A complete fire suppression shop drawing submittal shall include drawings, calculations and product information compliant with applicable NFPA standards. Drawings and calculations shall be sealed, signed and dated by a Kansas Licensed Engineer per the requirements of the Kansas Board of Technical Professions.
- 14.8.1 Drawings shall be on paper bond and printed to scale, either ½ or full size. Calculations, product data and other information on letter size format can be submitted on CD/DVD.
- 14.8.2 If the system was designed under a previous version of NFPA, those submittal requirements for shop drawings apply.
- 14.9 Project Architect/Engineer is to forward Form 125 – Project Acceptance Record to Contractor.
- 14.10 Installation of the systems shall not begin until Form 125 – Project Acceptance Record has been issued.
- 14.11 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.

### 15.0 Deferred Submittals

- 15.1 Deferred submittals are defined as those portions of the design that are not submitted with the bid document deliverables submittal or the permit to build submittal. These submittals are required to confirm compliance with the code. Deferred submittals required to be provided to confirm compliance would include elevator shop drawings and any shop drawings required to be sealed by a design professional, such as a metal building or other structural component.

### 16.0 Submittals for Occupancy and Partial Occupancy

- 16.1 For final inspection for occupancy and/or partial occupancy, the Owner (or his designee) must submit Form 120a – Request for Occupancy at least four weeks prior to construction completion or occupancy. Within 48 hours of receipt, DCC will review status of required submittals and indicate if the final inspection can or cannot be scheduled. If a final inspection cannot be scheduled, the Owner will be informed of items required to be completed. If final inspection can be scheduled, Form 120a – Request for Occupancy will indicate personnel required to be contacted. The scheduling of DCC inspector to be per Part A – Chapter 5 – Sections 8.0 and 9.0.
- 16.2 If occupying a portion of a project: The Project Architect/Engineer submits a plan to DCC indicating area(s) to be occupied, the exiting (permanent or temporary from occupied areas), and indication of separation of occupied areas from construction areas. The Owner will provide this information with Form 120a – Request for Occupancy (See Part A – Chapter 5 – Section 9.0).

### 17.0 Record Document Submittals

- 17.1 Projects bid through DCC plan room shall provide record documents to DCC as outlined in this section and follow general requirements in Section 2.0 of this chapter. Owners may require submission of record documents if project is not bid through DCC plan room.
- 17.2 The record document submittal shall include paper copies and electronic copies. The paper copy is to be on Mylar® or vellum and the electronic copies on CD/DVD.
- 17.3 The electronic copies shall include three (3) CD/DVD's, each containing the same set of Record Documents, including but not limited to:
- 17.3.1 Each discipline's record drawings in PDF format.
  - 17.3.2 A complete set of technical specifications revised to reflect significant changes and attached reports in PDF format and all other documents generated by the Project Architect/Engineer during the bidding and construction phases in PDF.
  - 17.3.3 PDF files of Contractors submitted shop drawings.
- 17.4 For Board of Regent Capital Improvement Projects, one (1) CD/DVD shall be forwarded to DCC with transmittal indicating the paper copy (Mylar® or vellum) and two (2) CD/DVD's have been forwarded to the Board of Regents institution.

### END OF CHAPTER